

NOTICE TO *BOTH* PARTIES

1. Anytime you communicate with the Court, by way of pleadings or letters, you must serve a copy on the opposing party. The Court cannot talk to you about your case without both parties being present.
2. If you choose to represent yourself, you will be held to the same rules as attorneys. This is not impossible to do, but neither the Clerks nor the Court staff are allowed by law to give you legal advice. The Court suggests that you obtain an attorney to represent you *or seek the advice of an attorney in the preparation of your documents. As an alternative, once a month, a self-help class is conducted under the auspices of Coconino County Legal Aid to help you understand the process. Please contact (928) 774-0653 for more information.*
3. If you are asking for protection of your person, children or property, and your divorce is still pending, please refer to the Preliminary Injunction against both parties *that was part of your original dissolution filing. The Preliminary Injunction* may already address your needs. In more serious situations, you may apply for an Order of Protection.
4. If either side is asking for a modification of child support, both sides must complete child support worksheets and exchange them before the hearing. Both parties should be prepared to prove their income figures with pay stubs or from income tax returns.
5. The responding party is urged to file a written response stating his/her position on the relief requested by the applicant.
6. *The parties are strongly encouraged to discuss the issues before the hearing (if there has been no domestic violence) and try to agree on as much as you can. If either party realistically believes a conciliation counselor can help resolve the dispute, you are encouraged to call Conciliation Court at (928) 527-1899 and set up an appointment.*
7. If both parties agree on the modification, they both need to sign a written stipulation *which is submitted to the Court*, together with an order for the Court's signature. There is no need to go to the Court if both parties agree, sign the stipulation, and submit it to the Court and the Court signs it. If you can agree, please let the Court know as soon as possible so that the Court's time can be conserved.
8. If you need a continuance, i.e., you cannot attend the hearing, either you must get a written agreement to the continuance from the opposing party or you must file a motion to continue and serve a copy of the motion on the opposing party well enough ahead of the hearing date so that he or she can respond and the Court has sufficient time to determine whether the continuance will be granted or not.